

**SCHOOL DISTRICT NO. 48 (SEA TO SKY)**

**REGULATION SERIES 900 – BUILDING & SITES**

**R 903                    SECURITY & SAFETY**  
**R 903.4                Emergency Preparedness**

**The Board expects that:**

1. Employees are informed by their supervisors about procedures to be followed which ensure safety of themselves and pupils.
2. Employees and pupils practice those procedures.
3. Parents are informed by the School Principal about plans designed to ensure the safety of pupils in an emergency.
4. Principals ensure that materials and supplies are available at schools to support emergency preparedness procedures.

**1. EXPECTATIONS FOR SCHOOL PERSONNEL**

**A. Before An Emergency**

**School Emergency Committee:**

- 1.1 Each school shall establish and maintain its own Emergency Committee under the responsibility of the principal. Suggested members include the Principal or Vice-Principal of the school, a custodian, a teacher and a parent.
- 1.2 A list of staff members with first aid qualifications shall be updated each September and submitted to the Superintendent of Schools. (The one-day emergency first aid course designed for those who must take immediate positive action is recommended.)

**School Emergency Response Plan:**

- 1.3 Each school shall develop a School Emergency Response Plan specific to the school with reference to the Board's policy and regulations.
- 1.4 A copy of the School Emergency Plan shall be kept in each classroom.
- 1.5 A copy of each school's School Emergency Response plan shall be submitted to the Superintendent of Schools and Director of Facilities & Services each September.
- 1.6 Principals shall ensure that up-to-date information cards are available for all pupils. This information is to include specifics of medical problems requiring special drugs, etc.
- 1.7 Each school's Emergency Response Plan shall include an inventory of neighbourhood hazards.
- 1.8 Before an emergency, the school site safety committee shall co-ordinate with the principal to identify and eliminate, if possible, potential interior and exterior hazards.

**Drills:**

- 1.9 Emergency drills shall be held the required 8 times per year. (The nature and manner of these drills shall be specified in the School Emergency Response Plan and shall include a minimum of six Fire and two Earthquake drills.)

## **Parent Communication**

- 1.10 Each school shall make available and advise parents in September of each school year, an outline of the school's Emergency Response Plan and include procedures for parents in the event of an emergency.

## **Supplies:**

- 1.11 Each school shall maintain an "Emergency Kit" in an accessible area. The kit shall be checked for contents at the beginning of each school year, labelled "Emergency Only" and sealed. Kits should be taken outside during each drill.
- 1.12 A battery powered radio (or other non-electrical radio) shall be maintained for emergencies. Batteries shall be checked at each drill.

## **B. During An Emergency**

- 1.13 In the event of an emergency all school personnel shall remain on the scene to ensure the safety of pupils until otherwise directed by the administration of the school.
- 1.14 School emergency committee members shall know the location and use of fire-fighting equipment.

## **2. EXPECTATIONS FOR MAINTENANCE PERSONNEL**

### **A. Before An Emergency**

- 2.1 Before an emergency each maintenance department shall develop an Emergency Response Plan specific to the department's geographical area and with respect to the Board's policy and regulations.
- 2.2 Maintenance staff shall be familiar with school Emergency Response Plans.
- 2.3 Maintenance staff shall be familiar with the location of service shut-offs in all school district buildings.
- 2.4 Maintenance staff shall know the location and operation of items that may be required in an emergency (chain saws, cutting torches, etc.)
- 2.5 Maintenance departments shall ensure that vehicle first aid kits are filled.
- 2.6 Maintenance staff shall ensure that all free standing gas fired and electrical equipment is properly secured.
- 2.7 The Director of Facilities & Services shall, in co-operation with the Principal of each school, establish emergency procedures for shutting off power, fuel and water mains, if required.
- 2.8 The Director of Facilities & Services shall, in co-operation with the Principal of each school establish a procedure for setting up emergency toilets, uncontaminated water supplies and first aid centers.

### **B. During An Emergency**

- 2.9 Maintenance staff at a school during an emergency shall report to the Maintenance Supervisor by radio or phone and then report to the school principal to offer assistance.
- 2.10 If assistance is not required at the school, Maintenance staff shall return to the maintenance centre.

### **C. After An Emergency**

- 2.11 Following an emergency, maintenance crews will be dispatched to assist schools in preparing buildings for re-entry.
- 2.12 After an emergency custodial staff, if on site, should report to the principal to carry out pre-arranged duties or as assigned...

### **3. EXPECTATIONS FOR TRANSPORTATION PERSONNEL**

#### **A. Before An Emergency**

- 3.1 Each transportation department shall develop an Emergency Response Plan specific to the department's a geographical area and with respect to the Board's policy and regulations.
- 3.2 Bus Drivers shall be acquainted with school Emergency Response Plans.
- 3.3 Bus Drivers shall ensure that vehicle first aid kits are filled.

#### **B. During An Emergency**

- 3.4 Bus Drivers shall follow emergency procedures as set out in the Emergency Response Plan.
- 3.5 In the event of an emergency event, Bus Drivers shall tune-in to local radio stations.
- 3.6 Drivers shall administer first aid, if necessary.
- 3.7 When safe to do so, drivers shall proceed with pupils to their regular bus stop (if at the end of the day) or to the school.

### **4. EXPECTATION FOR SCHOOL BOARD OFFICE PERSONNEL**

#### **A. Before An Emergency**

- 4.1 The Board Office shall develop an Emergency Response Plan specific to their site and with respect to the Board's policy and regulations.
- 4.2 Board Office staff should be familiar with the location of service shut-offs.

#### **B. During An Emergency**

- 4.3 In the event of an emergency, the Board Office staff should report to the Emergency Operations Centers for assignment. The Board office staff may be dispatched to assist schools.

### **5. EACH SCHOOL AND WORK SITE SHALL PURCHASE AND MAINTAIN AN EMERGENCY KIT (minimum contents)**

- St. John Ambulance First Aid Kit (as supplied by the Board)
- Stick on labels (name tag for each pupil)
- Waterproof pen
- Collapsible water container (camping)
- Medication for specific pupils (epi-pen etc)
- Communication flags - to sign either "HELP" or "OK"